

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 12 - 160

**OPEN TO:** All Interested Candidates  
**POSITION:** Assistant Maintenance Supervisor (Utilities)  
**GRADE:** FSN-7, FP-7\*  
**POSITION NO:** N-52671  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: FSN-7, Rs.775,592 p.a. (Starting salary)  
(Position Grade FSN-7)

**OPENING DATE:** September 28, 2012  
**CLOSING DATE:** October 11, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of an Assistant Maintenance Supervisor (Utilities) in the Facilities Management Office.

### BASIC FUNCTION OF POSITION:

The incumbent supervises and directs the maintenance repair program for Consulate Office Buildings, grounds and related equipment and utilities. Incumbent is responsible for the maintenance of all post facilities and subsystems, including the power plants' electrical distribution, switch gears, air conditioning, water treatment plant, etc. Incumbent has administrative authority over maintenance personnel. Incumbent advises on the annual facilities maintenance repair budget, and advises Maintenance Supervisor where major equipment purchases are required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Three years progressively responsible experience resulting in maintenance (cost, schedules, planning) including journeyman mechanic, maintenance/repair inspection or planning and estimating is required. Two years of supervisory experience is also required.

3. LANGUAGE: Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Level IV (Fluent) Reading/Writing/Speaking of Urdu are required. This may be tested.

4. KNOWLEDGE: Must have overall building and grounds maintenance operations experience.

A good working knowledge of maintenance and repair trades and procedures is required. Knowledge of safety and construction standards is required.

5. ABILITIES & SKILLS: Incumbent must have the ability to efficiently analyze and report cost estimates, time schedules, local guidelines and applicable directives. Incumbent must have maintenance and repair, contract performance, leadership and supervisory abilities.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) by at [PakJobs@state.gov](mailto:PakJobs@state.gov). Paper (hard copy) applications are not accepted. The Vacancy Announcement Number (e.g. 12-160) must be mentioned in the subject line.

Incomplete and submissions after the closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. Please do not attach any documents with your application. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 11, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.